## Table of Contents Sections 1-10

<u>I opic</u>	Section
Accountability Controls	1
➢ Bylaws (A)	
➤ HIPAA Policy (B)	
<ul> <li>Building for the Future Parent Notification (C)</li> <li>Mission Statement (D)</li> </ul>	
Organizational Chart (E)	
<ul> <li>Civil Rights Compliance and Enforcement in the CACFP (F)</li> </ul>	
<ul> <li>CACFP Application for Participation Civil Rights Compliance (F)</li> </ul>	
<ul><li>Racial Ethnic Data for Montana (F)</li></ul>	
Instructions and Record of Civil Rights Compliance Training (G)	
General Liability Insurance Certificate (H)	
<ul> <li>List of Tier I Providers (I)</li> <li>Provider Training Verification (J)</li> </ul>	
Workers' Compensation Insurance Certificate (K)	
Financial Viability Controls	2
Fiscal Policies (L)	
Administrative Budget (M)	
Advance Payment Request (N)	
<ul><li>Leases &amp; Contracts (O)</li></ul>	
Line Item Justification (P)	
Operation Expense & Cost Allocation Plan (Q)     OPIMA Province Form (P)	
<ul><li>SPWA Request Form (R)</li><li>Staff Salaries Table (S)</li></ul>	
Out-of-State Travel/Training Requests (T)	
A-133 Audits	3
Organizational Capability	4
> Evaluation Procedures (U)	
<ul><li>Job Descriptions (V)</li><li>Outside Employment Policy (W)</li></ul>	
Personnel Policies (X)	
Staff Training Plan (Y)	
<ul> <li>Board of Directors' Certifications (Z)</li> </ul>	
Claim Submission & Minute Menu Procedures	5
Late Claim Policy(BB)	
Manual Verification Process(CC)	
Licensing, Preapproval, and Provider Training	6
Provider Training Plan (DD)	
Monitoring	7
5-Day Meal Reconciliation Procedures (EE)	
<ul><li>Monitor Staffing Standards (FF)</li></ul>	
Household Contact/Parent Survey (GG)	
Meal Disallowance Policy (HH)	
<ul><li>Monitoring Plan (II)</li><li>Monitor Training Plan (JJ)</li></ul>	
	Q
Corrective Action Plans and Serious Deficiency  Corrective Action Plan Procedures (KK)	
Serious Deficiency Designations (LL)	
Confidential Records	g
Tier Determination Procedures	
> Supplemental Tier Determination Procedures (MM)	10
> Supplemental Hel Determination Flocedules (MIN)	